

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**March 3, 2022 – 6:30 PM**  
**Digitally Originated - Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting being streamed electronically at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman and Jane Welch. Also attending were Town Manager Hank Perkins, Town Attorney Bowen Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Dora Moore.
- B. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch.

**2. Introductions, Recognitions and Presentations for March 3, 2022 - None**

**3. Items Requiring Council Direction**

- A. Shallowford Square Clock Tower Inscription Policy – Clerk Moore presented a draft policy related to name inscriptions on the Shallowford Square Clock Tower. After some discussion, Council requested the policy be revised to reflect nine years of service for a board or committee member, consecutive or nonconsecutive.
- B. Facility Use Exemption Policy – Clerk Moore shared recommendations by the Parks and Recreation Advisory Board related to exempt users at recreation facilities which included the following: a moratorium on new applicants, no exempt users at the Mary Alice Warren Community Center (MAWCC) and limiting the non-profit organizations to those in the Town of Lewisville. Other suggestions included limiting use for exempt users at the MAWCC to Monday-Thursday, in the Vienna Room, a reduced fee charged and defining recurring use. After some discussion, Brian Moore was directed to review the policy, contact Forsyth Tech regarding their public space use policy, determine non-profits expectations and determine who is using the facility. Council consensus was to maintain a moratorium on exempt requests.
- C. Renewal of HOME Consortium Agreement for 2023-2025 – Council consensus to continue with the HOME Consortium that provides housing rehabilitation and homebuyer assistance in Lewisville. The Town’s annual contribution is \$2,000.

**4. Items Requiring Action at Briefing**

- A. Ordinance 2022-013 – Amending Budget Ordinance 2021001 in the amount of \$428 for MAWCC landscape beautification – Staff requested a budget amendment for landscape beautification at MAWCC with EcoLogic to include pine straw twice a year, new plantings and mulch for fiscal years 2021-2022, 2022-2023 and 2023-2024. Council Member Smitherman moved to approve Ordinance 2022-013 as presented. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Ordinance 2022-013 is herein incorporated by reference into the minutes.)*
- B. Resolution 2022-015 – EcoLogic landscape beautification contract change order #1 - Council Member Smitherman moved to approve Resolution 2022-015 as presented. The motion was seconded by Mayor Pro Tem Foster and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Resolution 2022-015 is herein incorporated by reference into the minutes.)*

- C. Ordinance 2022-009 – Amending Budget Ordinance 2021001 in the amount of \$25,000 for legal fees - Council Member Franklin moved to approve Ordinance 2022-009 as presented. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Ordinance 2022-009 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2022-010 – Amending Budget Ordinance 2021001 fee schedule – Staff requested the fee schedule be revised to remove the MAWCC entire building rental rates because they do not reflect the cost for renting each room which is how the RecDesk program works. Also, the Forsyth County Sheriff’s Office hustle rate has increased \$5/hour. Council Member Welch moved to approve Ordinance 2022-010 as presented. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Ordinance 2022-010 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2022-011 – Amending Budget Ordinance 2021001 in the amount of \$15,000 for right of way maintenance - Council Member Franklin moved to approve Ordinance 2022-011 as presented. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Ordinance 2022-011 is herein incorporated by reference into the minutes.)*
- F. Ordinance 2022-012 – Amending Budget Ordinance 2021001 in the amount of \$3,000 for street sign supplies – Staff requested an increase for street sign supplies because staff is updating street signs to meet the reflectivity standards. Council Member Franklin moved to approve Ordinance 2022-012 as presented. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Ordinance 2022-012 is herein incorporated by reference into the minutes.)*
- G. Revised 2022 Meeting Schedule – Four boards and committees will begin meeting in-person this month. Discussion was held about Town Council resuming in-person meetings. Some concern was expressed about broadcasting of meetings from chambers. Manager Perkins explained he is working on a budget request to improve quality of meeting recordings. Manager Perkins was asked to see if this could be expedited. Council Member Smitherman moved to approve the revised 2022 meeting schedule and for Council meetings to be held in person beginning with the March 10, 2022 meeting. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. *(Revised 2022 meeting schedule is attached to the minutes.)*

5. **Unfinished Business** - None

6. **Administrative Reports**

- A. Manager
  - i. PARTF Grant Meetings – Staff has held a series of online PARTF public meetings. Some of the proposed amenities are connector paths, a nature trail, pickleball courts, a small outdoor event area, Frisbee golf, and more. There is some concern about placing a dog park near MAWCC due to events. Final two public meetings will be held as follows: March 14, 6:30 PM via Zoom and March 17, 6:30-8:30 PM at the MAWCC Lewisville/Vienna rooms.
  - ii. Proposed Gateway Project – Pre-bid meeting will be held next week for the proposed Gateway project with bid opening on March 24 and NCDOT concurrence April 14.

- iii. NC State Capital and Infrastructure Grant – The Town is receiving \$100,000 from the NC State Capital and Infrastructure grant program. The money must be used towards the MAWCC construction costs.
- iv. ARPA Update – Mrs. Orrell proposed ARPA funding be used towards salary and benefits since it is the path of least resistance and is the option strongly recommended by the School of Government. The general fund will grow but the funds will be unrestricted allowing the Town to use the funds for other items. Council consensus was to move forward as recommended. A budget amendment will be presented to Council at their March 10 meeting.
- B. Attorney – None
- C. Public Works
  - i. Garbage and recycling carts left at road – In response to a resident concern last month related to garbage and recycling carts being left at the road, Mr. Moser reported there are no stormwater or environmental issues associated with such. Also, an ordinance would be unenforceable by staff. An article to heighten awareness about removing carts from the road will be placed in the newsletter.
- D. Planning
  - i. U-6154 Lewisville-Vienna/Robinhood Road Roundabout Public Meeting
    - 1. March 16 – 6:00 PM – Zoom – Public Officials Meeting
    - 2. March 16 – 7:00 PM – Zoom – Public Meeting
- E. Finance – None
- F. Clerk
  - i. Ethics training - Required ethics training for Council will be held May 26, 10 AM-12 PM, via Zoom. On-demand will be released in June for those unable to attend the live session.
  - ii. Meeting recordings – Records retention does not require retaining meeting recordings once official minutes are adopted by Council. Some concern was expressed about not retaining recordings at all. Clerk Moore will research practices of other municipalities.

**7. Agenda Items for Regular Meeting on March 10, 2022**

- A. Tentative Agenda
  - i. Consent Agenda
    - 1. Resolution 2022-014 – Acceptance and Approval of Monthly Financials for seven months ended January 31, 2022
    - 2. Approval of Council Briefing Meeting Minutes – February 3, 2022
    - 3. Approval of Council Closed Session Minutes – February 3, 2022
    - 4. Approval of Council Retreat Minutes – February 4-5, 2022
    - 5. Approval of Regular Meeting Minutes – February 10, 2022
  - ii. Introductions, Recognitions, Presentations and/or Proclamations
    - 1. Presentations
      - a. Sheriff’s Office Report
      - b. Lewisville Tomorrow Comprehensive Plan
        - i. Plan was unanimously approved by the Planning Board. Consultant will present and boards and committees have been invited to attend.
  - iii. Public Hearings
  - iv. Technical Review(s)
  - v. Preliminary Site Plan Approvals
  - vi. Evidentiary Hearings
  - vii. Old Business
    - 1. BAC Update

- viii. New Business
  - 1. Resolution 2022-016 – Awarding paving contract
    - a. Mr. Moser will share proposed street list with Council.
  - 2. Resolution 2022-017 – Declaring surplus items and authorizing electronic auction of surplus personal property
  - 3. Resolution 2022-018 – Setting a public hearing to receive comments on UDO L-165 related to downtown overlay
- ix. Appointments
  - 1. Boards
    - a. Parks, Recreation and Cultural Development (*Appoint 3*)
      - i. *No applications received*
        - 1. Former applicants will be contacted to see if they are interested in serving.
    - b. Planning (*Appoint 3*)
      - i. Aaron Crum
      - ii. Joseph Hamby
      - iii. Aaron Hutmacher
      - iv. Philip May
      - v. Michael Mulligan
      - vi. Kate Norton
      - vii. Annemarie Stanford
    - c. Willow Run Municipal Service District
      - i. Area 3 (*Appoint 1*)
        - 1. Chad Conger
      - ii. At-Large (*Appoint 1*)
        - 1. Jeffrey Rawls
    - d. Zoning Board of Adjustments (*Appoint 1*)
      - i. Kate Norton
      - ii. Ken Wernick
  - 2. Committees
    - a. Beautification
      - i. Bernice Perzel
    - b. Environmental, Conservation & Sustainability
      - i. Chelsea Blount
      - ii. Jonathan Linck
      - iii. Emily Price
    - c. Public Safety
      - i. Aaron Hutmacher
      - ii. Scott Sewell
  - 3. End-of-term Board and Committee members not seeking reappointment
    - a. Parks , Recreation & Cultural Development
      - i. Shaida Horner and Daniel Lough
    - b. Planning Board
      - i. Joseph Sloop and Mike Sullivan
    - c. Willow Run Municipal Service District Area 3
      - i. David Mazza
- B. Approval of Tentative Agenda for regular meeting on March 10, 2022
  - i. Council Member Smitherman moved to approve the tentative agenda for March 10, 2022. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote

of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch.

8. **For the Good of the Order**

- A. Four trees remain for dedication at Jack Warren Park and all the benches have been purchased.
- B. Concern was expressed about how to have factual information shared on social media.
- C. Council suggested refreshments for next week's Council meeting due to the potential of board and committee members attending.
- D. Council Member Hunt recognized staff for representing Town in the manner they do.

9. **Adjournment** - Council Member Smitherman moved to adjourn the meeting at 9:12 PM. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk